

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To:** Distribution**Date:** May 5, 1998**From:** D. Trainer**Subject:** LIMS Team Meeting Minutes for 4/30/98**Attendees:** C. Aments, E. Carmines, S. Laffoon, R. Lipps, F. Logan, J. Sampson, D. Trainer, J. Wickham**Business Conducted:**

- The LIMS vendors will be visiting 5/4/98 for an informational meeting. Two vendors have responded to the invitation, Beckman and LabSystems.
  - Jeff has made an agenda for the day, see table below, and has sent it by email to the team.
  - John or Robin have been requested to make a short presentation regarding IS protocols.
  - Susan has set up the Semiworks tour.
  - Robin will invite Brian Kane or someone from the network support group.
  - Susan will invite Ronnie Buckner from the instrument interface support group.
  - Robin will update the timeline in the LIMS Team folder.

Time	Topic	Participants
9:00 - 9:15	Welcome - A1 Conference Room	LIMS Team
9:15 - 9:30	Overview of Philip Morris U.S.A. R&D	J. Sampson, LIMS Team
9:30 - 9:45	IS Overview / Hardware Requirements	R. Lipps, J. Wickham
9:45 - 10:45	General Questions by Vendors	LIMS Team
10:45 - 11:45	Tour CAG & MAG, answer specific questions on initial implementation	J. Sampson, J. Wickham, C. Ament, D. Self, D. Trainer
11:45 - 12:00	Transport to O/C	J. Sampson
12:00 - 1:00	Lunch at O/C	LIMS Team (Optional)
1:00 - 1:45	Tour PTL, answer specific questions	J. Sampson, D. Trainer, S. Laffoon, R. Lipps, J. Wickham
1:45 - 2:15	Tour Semiworks, review SW information system and answer specific questions	J. Sampson, D. Trainer, S. Laffoon, R. Lipps, J. Wickham
2:15 - 2:30	Return to R&D - A1 Conference Room	J. Sampson
2:30 - 3:30	Answer specific questions from vendors	LIMS Team
3:30 - 4:00	Private question time (limit to 10 minutes from each vendor)	LIMS Team

- Jeff inquired about the preparation of the job order. Dornan will talk with Bennie.
- Ed expressed concerns about the device history records in regards to product made for the European market.
- Dornan spoke with Randy Greene and he will appoint Ronnie Buckner to the implementation team.

**Action Items:**

- See the list above for action tasks in preparation for the LIMS vendor meeting.

**Distribution:**

Bennie Good  
 Chris Ament  
 Felecia Logan

John Wickham  
 Dornan Trainer  
 Edward Carmines

Jeff Sampson  
 Robin Lipps  
 Susan Laffoon

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